

Jurisdictional Class: Non-Competitive  
EEO Category: Professionals  
Revised: 03/06/2019

## **STOP-DWI COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for planning, budgeting, evaluating, administering, and reporting requirements of the County Special Traffic Options Program for individuals convicted of alcohol related offenses. The incumbent coordinates efforts of County, local police, court agencies and community organizations in attempting to reduce alcohol related injuries and fatalities by improving law enforcement and adjudication and promoting traffic safety education and driver rehabilitation following program guidelines. Additionally, this position includes controlling program appropriation and revenue and improving public awareness of the STOP-DWI programs. The incumbent also administers a traffic safety program for the County and serves as the Director of Traffic Safety, as well as acting as the STOP-DWI Coordinator as per Section of 1197 of the Vehicle and Traffic Law. The work is performed under the general direction of the Director of Emergency Services in accordance with policies and procedures approved by the County Stop-DWI committee, Traffic Safety Committee, County Legislature and the State Commissioner of Motor Vehicles. Supervision may be excised over subordinate personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Conducts workshops, seminars and conferences emphasizing alcohol and driving safety;
- Promotes traffic safety education for drivers, particularly as related to drinking and driving;
- Develops and implements a Special Traffic Options Program for individuals convicted of driving while intoxicated and coordinates efforts by County agencies, police agencies, court agencies and community organizations engaged in alcohol programs, drinking driver programs, traffic safety, law enforcement, adjudication, rehabilitation and preventive education;
- Provides data assistance to local officials in the formulation and execution of alcohol related traffic safety programs and compiles and analyzes data in conjunction with agencies on alcohol related accidents, arrests and convictions for research, educational and informational purposes;
- Makes recommendations to the Stop-DWI Committee for programmatic and budget changes designed to enhance goal attainment and develops contacts with mass media, including TV and radio publicizing the hazards of drinking and driving and legal implications involved;
- Works with area educational institutions and industries developing programs designed to prevent or reduce drinking and driving;
- Evaluates existing alcohol treatment and rehabilitation program effectiveness within the county to suggest ways to eliminate duplication of services and addresses community groups and agencies on alcohol traffic safety problems and on special traffic options programs for offenders;
- Prepares annual budget and reports for the county legislature accounting for monies received and expended for the program and prepares a variety of records, reports and correspondence related to the Stop-DWI Program;

continued...

**TYPICAL WORK ACTIVITIES (cont'd):**

Prepares annual report for the Commissioner of Motor Vehicles assessing the effectiveness of the program including recommendations for expansion and improvement and promotes traffic safety education for drivers, particularly and related to drinking and driving;  
Administers the operation and functions of the Division of Traffic Safety;  
Assists the Governor's Traffic Safety Committee in determining projects funding for Oneida County and monitors the scheduled development of these projects;  
Directs and supervises the work of office staff for Defensive Driving Course, Accident, Data, Safety Programs, Traffic Safety Grant projects and traffic safety requests;  
Acts as Director to the Traffic Safety Advisory Board.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of program management, as they relate to the Special Traffic Options Program; good knowledge of the Vehicle and Traffic Law, as it relates to the operation of a motor vehicle while under the influence of alcohol; working knowledge of promotional, public relations and educational techniques relating to an ongoing Stop-DWI Program; working knowledge of the personal and social problems related to alcohol abuse; ability to speak before groups effectively; ability to prepare and present oral and written reports clearly and concisely; ability to plan, develop and coordinate County-wide DWI and traffic safety programs; ability to interpret Federal, State and local laws, rules and regulations affecting drinking and driving; ability to secure the cooperation of others.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree **AND** two (2) years of experience\* in alcohol or drug abuse counseling, the judicial system dealing with problems of drinking and driving, law enforcement, coordination of training programs, or advertising, public service announcements, promotions, or public relations; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree **AND** four (4) years of experience in alcohol or drug abuse counseling, the judicial system dealing with problems of drinking and driving, law enforcement, coordination of training programs, or advertising, public service announcements, promotions, or public relations.

\*Possession of a Master's Degree from a regionally accredited or New York State registered college or university may be substituted for one year of the required experience.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 04/15/1988  
Revised: 07/17/1996; 09/25/1996; 01/03/1997; 08/15/2002; 10/30/2012;  
03/06/2019